

§ 17.106 Receipt systems.

(a) Top Secret information shall be transmitted under a chain of receipts covering each individual who receives custody.

(b) Secret and Confidential information shall be transmitted by a receipt between activities and other authorized addressees, except that in lieu of receipts, the heads of Offices, Boards, Divisions and Bureaus may prescribe such procedures as are necessary to control effectively Secret and Confidential information.

(c) Receipts shall be provided by the transmitter of the material and the forms shall be attached to the inner envelope or cover.

(1) Receipt forms shall be unclassified and contain only such information as is necessary to identify the material being transmitted.

(2) Receipts shall be retained for at least two years.

§ 17.107 Transmission exceptions.

Exceptions to the transmission requirements for classified information may be authorized by the Department Security Officer, provided the exception affords an equal amount of protection and accountability as that provided by the requirements set forth above. Proposed exceptions that do not meet these minimum standards shall not be approved.

§ 17.108 General courier restrictions.

Appropriately cleared personnel may be authorized to escort/hand-carry classified material between their organization and an office to be visited, subject to the following conditions:

(a) The storage provisions of this regulation shall apply at all stops en route to the destination, unless the information is retained in the personal possession and constant surveillance of the individual at all times. The hand-carrying of classified information on trips that involve an overnight stopover is not permissible without advance arrangements for proper overnight storage in a Government installation or a cleared contractor's facility.

(b) Classified material shall not be read, studied, displayed, or used in any manner in public conveyances or places.

(c) When classified material is carried in a private, public, or Government conveyance, it shall not be stored in any detachable storage compartment such as automobile trailers or luggage racks.

(d) Security Programs Managers shall provide a written statement to all individuals escorting or carrying classified material aboard commercial passenger aircraft authorizing such transmission. This authorization statement may be included in official travel orders and should ordinarily permit the individual to pass through passenger control points without the need for subjecting the classified material to inspection. Specific procedures for carrying classified documents aboard commercial aircraft are contained in § 17.110. The Security Programs Managers shall ensure that employees carrying classified information abroad have obtained an official passport and other necessary documentations as required by the Department of State.

(e) Each organization shall account for all classified information carried or escorted by traveling personnel.

(f) Individuals authorized to carry or escort classified material shall be fully informed of the provisions of this subpart prior to departure from their duty station.

§ 17.109 Restrictions on hand-carrying classified information aboard commercial passenger aircraft.

Classified information shall not be hand-carried aboard commercial passenger aircraft unless:

(a) There are no other authorized means available to move the information to accomplish operational objectives or contract requirements in a timely manner.

(b) The hand-carrying has been authorized by the Department Security Officer or the Security Programs Manager or a designated Security Officer of the Office, Board, Division or Bureau concerned.

(c) The hand-carrying is accomplished aboard a U.S. carrier. Foreign carriers will be utilized only when no United States carrier is available and then the information must remain in the custody and physical control of the U.S. escort at all times.

§ 17.110 Procedures for hand-carrying classified information on commercial passenger aircraft.

(a) *Basic requirements.* Advance and continued coordination by the Office, Board, Division or Bureau shall be made with departure airline and terminal officials and, where possible, with intermediate transfer terminals to develop mutually satisfactory arrangements within the terms of this issuance and Federal Aviation Administration guidance. Specifically, a determination should be made beforehand as to whether documentation described in paragraph (c) of this section, will be required. Local Federal Aviation Administration Security Officers can be of assistance in making this determination.

(1) The individual designated as courier shall be in possession of a Department picture identification card and written authorization from the Security Programs Manager of the organization concerned or the Department Security Officer to carry classified information.

(2) The courier shall be briefed as to the provisions of this subpart.

(b) *Procedures for carrying classified information.* Persons carrying classified information should process through the airline ticketing and boarding procedure in the same manner as all other passengers except for the following:

(1) The classified information being carried shall contain no metal bindings and shall be contained in sealed envelopes or other suitable containers. Should such envelopes or packages be contained in a briefcase or other carry-on luggage, the briefcase or luggage shall be routinely offered for opening and inspection for weapons.

(2) Opening or reading of the classified document by the screening official is not permitted.

(c) *Procedures for transporting classified information in large packages.* Classified information in large sealed or packaged containers shall be processed as follows:

(1) The Department official who has authorized the transport of the classified information shall notify the appropriate air carrier in advance.

(2) The passenger carrying the information shall report to the affected airline ticket counter prior to boarding,

present his documentation and the package or cartons to be exempt from screening. The airline representative will be requested to review the documentation and description of the containers to be exempt.

(3) If satisfied with the identification of the passenger and his documentation, the airline official will be requested to provide the passenger with an escort to the screening station and authorize the screening personnel to exempt the container from physical or other type inspection.

(4) If the airline officials or screening personnel refuse to permit the package to be loaded onto the aircraft without inspection, the courier will contact the appropriate Department official for further instructions.

(5) The actual loading and unloading of the information will be under the supervision of a representative of the air carrier; however, appropriately cleared personnel shall accompany the material and keep it under surveillance during loading and unloading operations. In addition, appropriately cleared personnel must be available to conduct surveillance at any intermediate stops where the cargo compartment is to be opened.

§ 17.111 Accountability of Top Secret information.

(a) Top Secret Control Officers and alternate Top Secret Control Officers shall be designated, in writing, by Security Programs Managers within all Offices, Boards, Divisions and Bureaus. Copies of such designations shall be forwarded to the Department Security Officer. Such officers shall be responsible for receiving, transmitting, and maintaining accountability registers for Top Secret information. They shall be selected on the basis of experience, reliability, and shall have appropriate security clearances. Further, Security Programs Managers shall ensure that written procedures concerning accountability of Top Secret information are promulgated. A copy of such procedures shall be forwarded to the Department Security Officer.

(b) All Top Secret information received or originated with the Department shall be immediately registered by an appropriate Top Secret Control